

CITY of YREKA

Yreka Animal Control
Officer

2017

Yreka Animal Control Officer

ANIMAL CONTROL OFFICER

Full-Time \$35,214.90 - \$44,944.16 Annually (2017)

\$36,095.28 - \$46,067.78 Annually (2018)

\$36,997.67 - \$47,219.47 Annually (2019)

DEFINITION

Under general supervision, performs a variety of duties involved in the enforcement and communication of animal services codes, ordinances, and regulations; ensures public safety by capturing and caring for wild, vicious, and/or injured animals; coordinates the City's animal adoption program; works with kennel staff to ensure the proper care of captured animals; and performs related work as required.

Individual may also perform variety of non-sworn assignments in support of the City's Police Department such as parking enforcement, municipal code enforcement, taking reports, assisting in the facilitation of the neighborhood watch and crime prevention programs, and performing other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Animal Control Officer is a non-sworn class, uniformed class. This is a journey-level class that performs the full range of duties related to animal control activities to ensure compliance with local and State codes, including field patrol, investigation, and quarantine of specified animals. Responsibilities include the authority to cite violators and initiate court proceedings for compliance. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Individual may provide support for other police services as assigned in the Police Department.

SUPERVISION RECEIVED/EXERCISED

Receives general supervision by either a Police Lieutenant or Police Sergeant, depending on the assignment. Oversees work of the Kennel Technician position that is assigned to the kennel. Ensures that the City Kennel is attended to daily.

ESSENTIAL DUTIES

Enforces relevant laws and ordinances pertaining to Yreka Municipal Code, Chapter 5 (Business Regulations and Licenses), Chapter 6 (Health and Sanitation), Chapter 8 (Animals) and Chapter 10 (Vehicles and Traffic). Performs animal control duties (domestic & wildlife) including the capture and transportation of animals to the City kennel.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Patrols areas within the City limits to enforce animal services codes, ordinances, and regulations; investigates reports of animal abuse; issues citations; collects fees; takes other appropriate actions.
- Investigation of reported nuisance animals for barking or odor complaints.

- Captures and impounds unlicensed, stray, and uncontrolled animals; transports animals to shelter, and/or arranges for humane care.
- Picks up dead or injured animals; provides aid to injured animals; transports animals to veterinarian for treatment or euthanasia.
- Coordinates the City's licensing program; receives list of delinquent licenses; visits owners to collect license fees; initiates actions for non-compliant license holders.
- Responds to calls from citizens for animal services; investigates complaints including reports of dogs, cats, or other animals creating nuisances.
- Uses a variety of equipment to ensure the safe capture of animals, including leashes, nets, tasers, bite sticks, and related methods.
- Receives calls for service and determines call priority; evaluates and works with supervisor to determine appropriate course of action including euthanasia for sick and injured animals, emergency seizure of animals, and owner relinquishments in the field, and whether a criminal complaint and/or investigation should be initiated.
- Investigates vicious or potentially dangerous dog incidents, that may include impounding the animal for extended periods of time, preparing court documents, and testifying at court proceedings.
- Performs rabies control duties for reported animal bites.
- Coordinates the City's animal adoption program; uses social media and websites to post, update and remove status of animals available for adoption.
- Supervises and works with shelter staff to ensure the proper maintenance and care of animals at the shelters including: cleaning kennels, laundry, and feeding and caring for the animals.
- Establishes and maintains positive community relations through programs, demonstrations, and public assistance regarding humane animal services, including wildlife issues, adoption procedures, and enforcement of animal regulations.
- Works with supervisor and law enforcement officers to investigate animal related crimes; interviews witnesses, collects evidence and writes reports; may testify in court.
- Investigates reports of animal bites; completes state mandated quarantines as necessary.
- Answers questions regarding the enforcement of animal services, regulations, adoption, and licensing policies and procedures.
- Searches for abandoned vehicles; tags as needed for removal or tow when owner is not compliant with codes and regulations.
- Communicates with, and refers cases to, other enforcement agencies for matters outside the City's jurisdiction, such as poaching.
- Prepares reports and cases; maintains records, logs, and files of activities including monthly statistics reports.
- Performs other duties as assigned.

Other examples

- Enforcement of laws and ordinances pursuant to parking enforcement including two hour parking and illegally parked vehicles.
- Cites and facilitates tows for illegally parked or abandoned vehicles.
- Abates junked or dismantled vehicles on private property.
- Enforces other Yreka Municipal Code violations: Such as skateboarding, yard sale signs, business licenses, public nuisances such as designated in Section 9.47 of the Y.M.C., etc.
- Provides a variety of Police Department support services: Traffic control during accidents, fires, stalled vehicles or whenever needed; occasionally responds to assist officers on other calls, searches, and evidence collection.
- Picks up found bicycles, other found properties.
- Performs background investigations for the Department.
- Shuttles and returns vehicles to the City yard when in need of repair.
- Locates and dismantles transient camps.
- Sets up and takes down the traffic radar trailer to deter speeding vehicles.

- Assists in crowd control and traffic control when assigned (public gatherings, traffic accidents, and other emergency scenes)
- May assist in the Department's dispatch operations;
- Transports evidence to laboratories for testing;
- May testify in court;
- Performs bicycle and parking enforcement duties including issuing citations, and providing information to the public regarding parking regulations;
- Performs a variety of special projects as assigned.
- May transport records, files, and mail to City departments or other public agencies;
- Assists in the maintenance of a variety of public safety equipment.

EXPERIENCE/EDUCATION

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

Sufficient experience and education in dealing with the public to perform the duties of an Animal Control Officer. Animal Control academy training is highly desirable. This is a probationary position for one year, starting the date of hire.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by date of appointment.
- Possession of a valid PC 832 certificate within one year of appointment is required.
- Condition of employment is to pass the Basic Animal Control academy class.

KNOWLEDGE/SKILL/ABILITY

- Methods and techniques of handling, collection, impoundment, and registration of a variety of wild and domestic animals in various conditions.
- Identification of various breeds of wild and domestic animals.
- Principles of animal behavior and care.
- Principles, practices, methods, and techniques of code violation investigation and compliance.
- Authority and limitations for enforcement of code compliance.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and standard safety practices necessary in the area of animal services.
- Effective use of social media for animal adoption programs.
- Principles of record keeping and reporting.
- Modern office practices, methods, and computer equipment which may include, but is not limited to, mobile technology and electronic devices, and software related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Ability to access and understand regulations regarding the handling of evidence and taking of reports; methods and procedures involved in animal control activities; including proper procedures for fingerprinting and taking photographs;
- Utilize techniques and methodologies for dealing with irate people;
- Understand the principles of organization in relation to community volunteers and civic programs;
- Enforce City and State parking regulations and the issuance of citations;
- Proper procedures for the maintenance of activity logs and reports; general office procedures.
- Correctly identify and interpret penal and vehicle codes applicable to the taking of reports;

- Learn street locations and physical layout of the City.
- Demonstrate a high degree of mechanical aptitude; work effectively as a member of a team; observe and retain details and incidents accurately;
- Explain codes and ordinances to merchants and other members of the public;

Ability to:

- Interpret, apply and enforce applicable Federal, State, and local laws, codes, and regulations pertaining to animal services.
- Recognize normal and abnormal animal behavior, handle potentially dangerous animals in a safe manner, and assess a situation and determine appropriate course of action.
- Use and maintain animal control equipment in a safe and effective manner.
- Prepare, maintain, and update accurate and detailed documentation of inspection findings and other written materials, records, logs, and reports.
- Maintain accurate records and files of work performed.
- Prepare clear and concise written reports;
- Use English effectively to communicate in person, over the telephone, and in writing.
- Operate modern office equipment including computer equipment and software programs.
- Operate communications equipment.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Effectively represent the City in meetings with other agencies, community groups, property owners, and the public.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Understand and carry out oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.

WORKING CONDITIONS AND ENVIRONMENTAL ELEMENTS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays.

Employees primarily work outside and may be exposed to inclement weather conditions and potentially hazardous physical substances. Employee is frequently required to walk on uneven and slippery surfaces. This position may require working around chemicals, pesticides, blood, and other potential toxic exposures.

Employees may interact with frustrated or irritated individuals in interpreting and enforcing department policies and procedures.

Employee may come into contact with dangerous and/or diseased wild and domestic animals under stressful conditions.

PHYSICAL DEMANDS

This is primarily a field classification with frequent standing, walking and running, sometimes on uneven terrain. Wrist flexion and lateral rotation are necessary in combination with grasping to handle a snare and leash to capture animals. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment and above-mentioned tools and equipment. Additionally, the position requires near, far, night, and color vision in viewing crime scenes or evidence.

Positions in this classification frequently bend, stoop, kneel, reach, push, and pull in the capture and handling of animals. Must be able to use a variety of equipment and methods to snare and effectively capture and transport small and large animals. Employees must possess the ability to lift, carry, push, and pull animals and equipment up to 50 pounds, or heavier weights with the use of proper equipment.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle in order to respond to service calls; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.

SPECIAL REQUIREMENTS

- Applicants must pass a criminal history and background check.
- Applicants will be fingerprinted for purposes of a search of local, state and national fingerprint files to disclose any criminal record. In addition, a classifiable set of fingerprints shall be furnished to the Department of Justice and Federal Bureau of Investigation.
- May require a Personnel Evaluation Profile (PEP) test and/or a medical exam by a physician.
- May require a Psychological examination by a Peace Officer Standards and Training (POST) certified Psychologist.

FULL TIME BENEFITS

Insurance: Individual selection of medical, City contributes up to a set dollar amount based on plan and participant coverage needs (single, two-party, three or more). City pays 100% for vision, dental and employee life insurance.

Sick Leave: 8 hours per month.

Vacation: 80 hours per year between 1-60 months; 120 hours per year between 61-180 months; and 160 hours per year after 181 Months.

Holidays: 11 paid holidays per year and 3 floating holidays.

Retirement Benefits: Public Employees Retirement System formula of 2% at 62 PEPR with employee contribution for new employees, (or if presently an active member of California PERS who was enrolled prior to December 31, 2013, 2% at 55 with 7% employee contribution).

Social Security: Employer participates in the Social Security System.

Additional Benefits: Uniform allowance of \$750.00 per year, currently payable at twice a year.

Tax Deferred Savings: Deferred compensation program, optional section 125 flexible spending benefits plan for health care and dependent care, and employee assistance program.

Representation: This position is a member of the Yreka Police Officers Association and it is required that applicable dues be paid.